



BRIDGERLAND
TECHNICAL
COLLEGE
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF TRUSTEES
INSTITUTIONAL ADVISORY COMMITTEE**

**JUNE 23, 2025, 4 P.M.
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

Board Members Attendance

Jennifer Avery – Logan Regional Hospital, Logan
Karina Brown – Cache County Executive Office, Nibley
Kathy Christiansen – Cache County School District, Smithfield
Lisa Clawson – Great Harvest Bread, Paradise
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
John Ferry – Utah State University Board of Trustees, Corinne
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy – Box Elder School District, Brigham City
Richard Lamb – Rich School District, Garden City
Paul Nelson – Northrop Grumman, Providence
Larry Williams – Logan School District, Logan

Board Members Excused

Matt Chowning – Paragon Medical, Smithfield
Mark Smoot – Entrepreneur/Owner, Garden City

Bridgerland Technical College Attendance

K. Chad Campbell, President
Brandi Gittins, VP for Administrative Services and Chief Financial Officer
Emily Hobbs, Administrative Chief of Staff
Renee Milne, VP for Student Services
Lisa Moon, Executive VP for Instruction and Chief Instructional Officer
Jennifer Tenhoeve, Director of Continuing Education

Guest(s)

Jeremy Shaw, USHE
Kim Ziebarth, USHE (virtual)

Item 1

Welcome & Pledge of Allegiance

Paul Nelson conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:06 p.m. The Pledge of Allegiance was recited.

Item 2

Presidential Scholarship Recipient Recognition

The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west. Recipients of this scholarship demonstrate exceptional ability and accomplishment in a technical training area and have a sincere desire to enroll and complete training at BTECH. The recipients were selected by the scholarship committee with input from college administration. Nicole McInelly, Director of Financial Aid, presented the following student recipients of the Presidential Scholarship. Each student had an opportunity to address the board and express their gratitude.

- Natalia Aguirre, Digital Design
- Lindsey Leavitt, Cosmetology
- Abram Price, Meat Services

Item 3

Fiscal Year (FY) 2025-2026 Student of the Year Recognition

Renee Milne announced the selection of Tess Munns as the FY 2025-2026 Student of the Year. Throughout the year, instructors nominate 'Platinum Performers' who are the top performers in their program. These winners are then forwarded to the College Events committee to select the Student of the Year. Tess will represent BTECH during the upcoming year at graduation and during public relations events. Tess had an opportunity to address the board and express her gratitude.

Board members congratulated all of the students and joined them for group photos in recognition of their achievement.

Item 4

Board Member Appreciation

Paul Nelson announced that Nancy Kennedy and John Ferry have concluded their terms of service as designated by their respective education institutions and will rotate off the Bridgerland Technical College Board of Trustees effective July 1, 2025. BTECH Administration and the Board of Trustees expressed their sincere appreciation for their years of dedicated service and valuable contributions.

Item 5

Election of Officers

In accordance with BTECH Policy 103.4.3 *Election of Officers*, board leadership elections were conducted at this meeting. Nancy Kennedy, having served as past chair, will be rotating off the board, resulting in a vacancy for that position. Nancy, on behalf of the nominating committee, presented its recommendations for Paul Nelson, chair, and Karina Brown, vice-chair, to continue in a second term, leaving the past chair position open. Nancy nominated Jack Draxler to serve as past chair, highlighting his extensive leadership experience and ongoing service as the Audit Committee chair. Paul opened the floor for additional nominations. Hearing none, the election was conducted by hand vote with the following motion.

ACTION: Lisa Clawson made a motion to elect second terms for Paul Nelson as chair and Karina Brown as vice-chair. The motion also included Jack Draxler to fill the past chair position for the BTECH Board of Trustees. Monica Holdaway seconded. Motion carried.

Item 6

Audit Committee Report – USHE Internal Auditors

In compliance with Policy R567, the Utah System of Higher Education (USHE) Internal Audit team recently completed a procurement and Center for Internet Security (CIS) controls audit. Jack Draxler explained that the results were presented to the BTECH Audit committee on May 21, 2025. In addition to reviewing the audit results, the committee approved the Audit Committee Plan, outlining future audit topics to be addressed. Jack Draxler, Audit committee chair, provided the board with a brief summary – expressing how auditors often provide ideas for improvement, which was well received. There were no areas of concern. He and Paul Nelson both noted the overwhelmingly positive feedback, with auditors expressing appreciation for the college's professionalism and responsiveness throughout the audit.

Item 7

FY 2025-2026 All Funds Budget

Included for the board's information and review was the FY 2025-2026 All Funds Budget. The budget worksheet provided a two-year comparison for the operating budget. In addition, the second worksheet showed the budget for all "funds" of the college, including the "fund" for discretionary revenue and proposed expenditures, if any. The college's budget director, Wendy Finley, presented the proposed budgets and facilitated a question-and-answer session.

ACTION: John Ferry made a motion to approve the FY 2025-2026 budgets. Nancy Kennedy seconded. Motion carried.

Item 8

Policy Updates

The policies listed below were identified for revision and/or proposed as new. Two versions of each revised policy were provided: a "red line" version showing proposed additions (in red) and deletions (with strikethrough), and a "clean" version reflecting the proposed final language. Additional policy and plan changes were included in the Consent Calendar and as an Information Item if no action is required. Brandi Gittins reviewed both of the following policies.

- Policy 580 Procurement
 - This policy has undergone significant revisions to ensure alignment with updated state regulations, institutional practices, and USHE policy. As per audit recommendations, language was added for purchases above the small purchase threshold of \$50,000. While the policy has long existed, these updates reflect a more comprehensive approach.
- Policy 803 Cash Handling (New)
 - As part of ongoing efforts to strengthen internal controls and align with best practices in financial management, a formal cash handling policy has been established. While many procedures have long been in place operationally, this policy formalizes those practices to ensure consistency, transparency, and compliance.

ACTION: Jack Draxler made a motion to approve the policy updates, effective immediately. Lisa Clawson seconded. Motion carried.

Item 9

2025-2030 Strategic Plan and Mission Statement

Emily Hobbs explained that a questionnaire was sent to faculty, staff, students, and Institutional

Advisory Committee members (BTECH Board of Trustees) to gather input for the plan's review and update. In addition to this internal feedback, Administration also reviewed the Utah System of Higher Education (USHE) Strategic Plan to ensure alignment with system-wide priorities. After considering all input and under the direction of the president, a new Strategic Plan was developed to replace the previous version, which had become overly detailed and difficult to navigate. While the overarching objectives remain the same, the strategies have been thoughtfully reworked. Faculty and staff were emailed the draft plan for review prior to board consideration. These revisions reflect a commitment to continuous improvement and to fulfilling the mission of the college. The Mission Statement is included in the Strategic Plan, which is reviewed and approved annually.

Paul Nelson suggested incorporating a pyramid visual to illustrate how the objectives build upon one another. This can be included in the next revision.

ACTION: John Ferry made a motion to approve the 2025-2030 Strategic Plan and Mission Statement. Kathy Christiansen seconded. Motion carried.

Item 10

Land Acquisition Update

President Campbell announced that the college has officially closed on the purchase of 13.74 acres (Parcel #05-050-0008) located at 1200 North 1000 West, Logan, Utah. All necessary legal and financial transactions have been finalized, and the property is now under full ownership of the college. This acquisition was a critical step in advancing the college's facility master planning efforts and opens the opportunity for potential development to support long-term growth and strategic priorities.

President Campbell expressed gratitude to the BTECH Board of Trustees, the Division of Facilities Construction and Management (DFCM), Property Reserve, Inc. (PRI), and others for their support in advancing the project to final purchase. The college is excited for what lies ahead and looks forward to the opportunities this land will bring.

Item 11

Consent Calendar

- **Minutes** – Minutes from the March 24, 2025, Board meeting were available online for review and subsequent approval.
 - **Correction Noted:** On the Item 7 "Program Review and Changes" handout, the Firefighter program was incorrectly listed as 19 credits due to a clerical error. The correct value is 20 credits, based on the calculation of 600 hours/30 hours = 20 credits. The total program hours remain unchanged at 600. The handout has been updated accordingly, and the minutes now reflect this correction.
- **Additional Policy Updates** – Administration recommends the approval of the specified policies based on their annual review, Council on Occupational Education (COE) accreditation changes, Utah Board of Higher Education (UBHE) policy changes, and new legislation. Link provided online.

ACTION: Nancy Kennedy made a motion to approve the March 24, 2025, minutes with the correction and the additional policy updates. Richard Lamb seconded. Motion carried.

Item 12

Information Items

A. Management of College Investments

Bridgerland Technical College's VP for administrative services and chief financial officer, under the direction of the college president and the college Board of Trustees, invests the college funds in the Utah Public Treasurers' Investment Funds (UPTIF) and other qualified investments and follows the rules of the Utah System of Higher Education, the State Money Management Act, and the rules of the State Money Management Council. The Accounting department creates monthly investment reports to be submitted to the college president and the Board of Trustees. This file, which includes January 2025, February 2025, March 2025, and April 2025 was available as a link.

B. Plan Review

The college underwent an annual review of all Council on Occupational Education (COE) plans this spring, including input from Administration, faculty, staff, and students (when applicable). This review verifies current accreditation standards are met. Administration evaluated all input and made changes indicated with red (new) and strikethrough (omission). The updated plans will be available on the BTECH website. Although plans do not require board approval, it is the intent of the college to keep board members updated. This file was available as a link.

C. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - August 25, 2025 @ 4 p.m.
 - December 8, 2025 @ 4 p.m.
 - March 23, 2026 @ 4 p.m.

Item 13

Adjournment

John Ferry motioned to adjourn the meeting at 5:35 p.m.